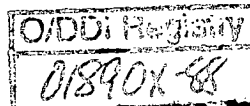


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26 MAY 1988

MEMORANDUM FOR: DI Office Directors

FROM: Deputy Director for Intelligence

SUBJECT: Preparing for the New Administration --
Key Issues Notebook

1. I would like each of you to start planning for the transition this fall. One major element of that support will be a KEY ISSUES notebook to provide the new President and other top national security officials with overviews of the most important regional and functional issues.* You may want to review NESAs' The Middle East and South Asia: Key Issues in 1988. Although too lengthy for this purpose, it does provide an example of what should be considered.

2. The notebook will consist of sections marked by tabs on each regional area. In addition to these regional sections, the notebook will include sections on the following issues:

- Arms Control -- ACIS
- Narcotics -- OGI
- Terrorism -- CTC
- International Economic Issues -- OGI
- The Foreign Intelligence Threat -- OGI

3. The offices will be responsible for preparing sections of this notebook following a simple format. Each section will include:

- An introduction providing a brief discussion of the topics and their interrelationships. The name and telephone number of the appropriate office director will be included in this section.

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SUBJECT: Preparing for the New Administration --
Key Issues Notebook

- No more than 6 subsections -- preferably fewer -- about two pages in length each on specific issues.
- A single paragraph on intelligence capabilities against each problem or subsection -- including both strengths and weaknesses.
- A bibliography of recent key intelligence publications -- both DI and Community -- on the issues.

4. Think creatively about relevant maps and graphics to support the discussions. I encourage you to use some of the excellent graphics already available. The graphics should be at the lowest classification possible, preferably unclassified, so they can be pulled out and retained separately.

5. PES will work with CPAS to design appropriately attractive covers for individual sections so that they can be separated and used by each office director in follow up personal contacts with relevant key policy makers.

6. I have attached a schedule for this publication. We will discuss this further at a staff meeting soon. PES will serve as focal point.

STAT

Richard J. Kerr

Attachment:
as stated

** I think when you address "the most important... issues" you should focus on those that will face the new administration in its first 6-9 months; if you want a longer time frame for a specific issue it may be useful to describe why a longer view is needed.*

DK

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PRODUCTION SCHEDULE FOR KEY ISSUES NOTEBOOK

15 July	Topics -- including suggestions for graphics -- submitted to DDI for approval
1 August	DDI Approval of topics for inclusion in notebook
15 August	Notebooks designed (CPAS) Decisions on graphics
mid-September	Graphics submitted to CPAS
29 September	Drafts due PES for DDI review
3-7 October	Drafts reviewed by DDI/DDCI/DCI
20 October	Final text submitted to CPAS
10 November	Notebooks delivered

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Central Intelligence Agency
Office of the Deputy Director for Intelligence

9 November 1988

NOTE TO: President-elect Bush

Inside the front cover of this briefing book is a letter from Judge Webster highlighting a few key issues.

- A copy of the briefing book has been prepared for the Vice President-elect.
- If you wish, we also will give a copy to Secretary of State-designate Baker.
- Books also will be available for other members of your national security team as they are designated.

STAT

Richard J. Kerr
Deputy Director for Intelligence

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